

***United States Department of Agriculture (USDA)
eGovernment Program***

***USDA eAuthentication Team
IdentityMinder 6.0
Local Registration Authority (LRA) Guide***

May 2, 2006





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Revision History

Previous Change History

Table a – Previous Change History

Version	Date	Author	Comment
1.0	3/9/06	Carriann Ashcraft	Initial Development of document
1.1	3/14/06	Carriann Ashcraft	Peer Review Updates
1.2	3/20/06	Carriann Ashcraft	Peer Review Updates
1.3	3/29/06	Carriann Ashcraft	Screenshot Updates
1.4	4/27/06	Carriann Ashcraft	Formatting Updates
1.5	5/2/06	Carriann Ashcraft	Updated text and formatting

Document Sign-off

Table b – Document Sign-off

Date	Name	Title
3/9/06	Jim Morgan	Tester Lead
3/9/06	Todd Kaywood	Business Administration Manager
4/4/06	Nandini Krishnamoorthy	Developer
4/14/06	Matt Perry	Developer Manager



1 Introduction

1.1 Introduction

Through legislated mandate, the United States Department of Agriculture (USDA), where practicable, must provide electronic alternatives to traditional paper-based processes. The first step in this is correctly identifying and authenticating users on the Internet. The three principal acts relevant to this policy are:

The Government Paperwork Elimination Act (GPEA)
The Electronic Signatures in Global and National Commerce Act (E-Sign)
The Freedom to E-File Act

The USDA eAuthentication solution provides authentication services for online applications. Managed by the USDA Office of the Chief Information Officer (OCIO), eAuthentication is an enabling process and technological foundation that will help USDA achieve its goals and objectives for eGovernment by supporting all USDA eGovernment initiatives and applications.

1.2 Audience

This document is intended for the use of all eAuthentication system users using the LRA functionality within IdentityMinder. This document will only cover the LRA tasks of the IdentityMinder 6.0 upgrade.

1.3 Scope

This document is intended for the use of the USDA eAuthentication system users. It is not intended for dissemination to the general public, or USDA eAuthentication customer users. This guide will be distributed to all LRAs to show them how to use the LRA role in IdentityMinder 6.0.



2 Document Overview

2.1 IdentityMinder 5.6 to 6.0

The latest version of IdentityMinder (IdentityMinder 6.0) will be migrated into the production environment the month of May, 2006. This migration will include overall functionality and interface updates for Application Admin, LRA, Help Desk and My Account operations.

2.2 Organization of Document

This document will present how the LRA functionality for the task listed below has changed from the IdentityMinder 6.0 upgrade.

- Validate Level 2 Customer

2.3 General Changes

The initial screen in IdentityMinder has changed from a list of links in 5.6 to a drop down menu in 6.0.

Depending on the number of tasks assigned to your account, tasks will be listed on the left navigation bar, or listed in categories along with the appropriate tasks.



3 6.0 LRA Tasks

3.1 Validate Level 2 Customer

This task is utilized for Validating a Level 2 Customer.

Figure 1 - Go to “Validate Level 2 Customer”.

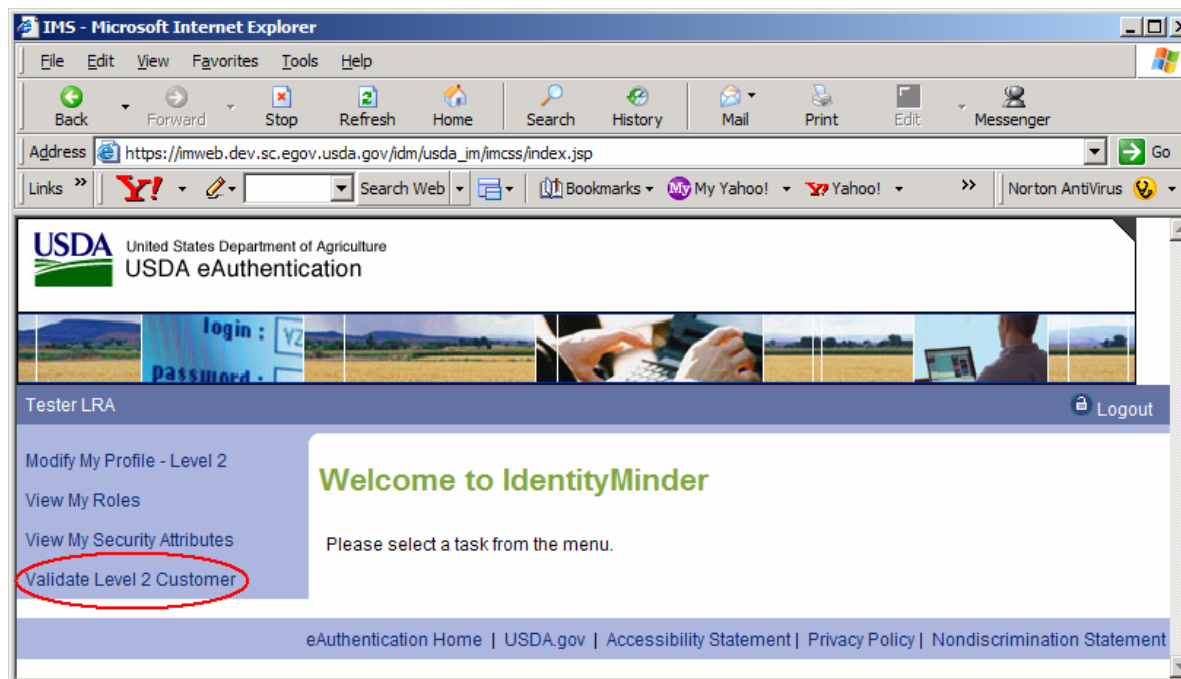
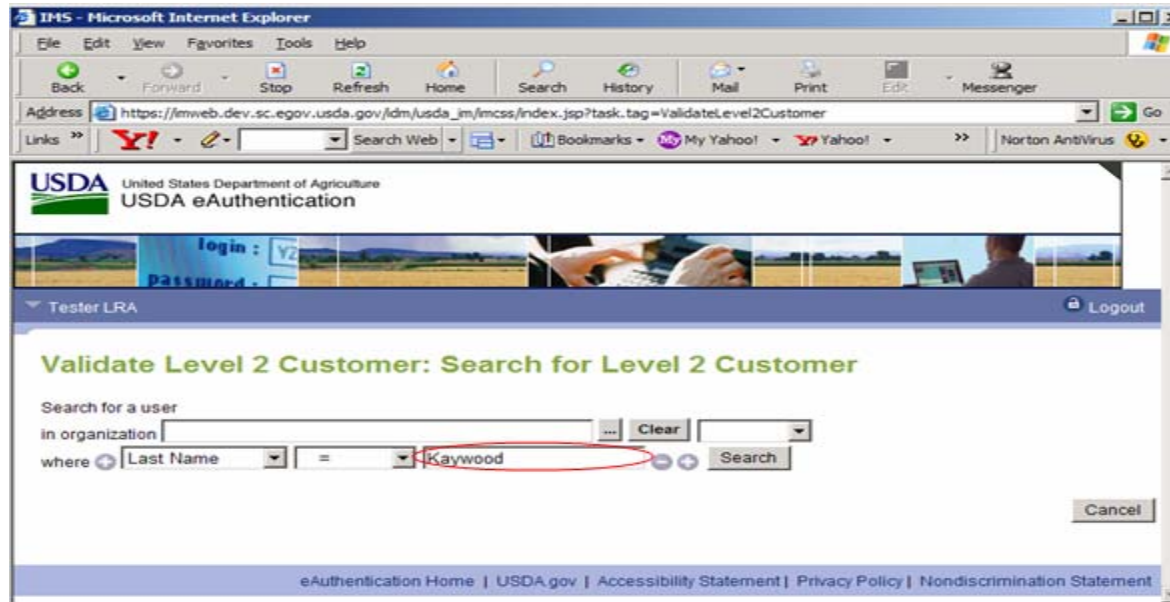


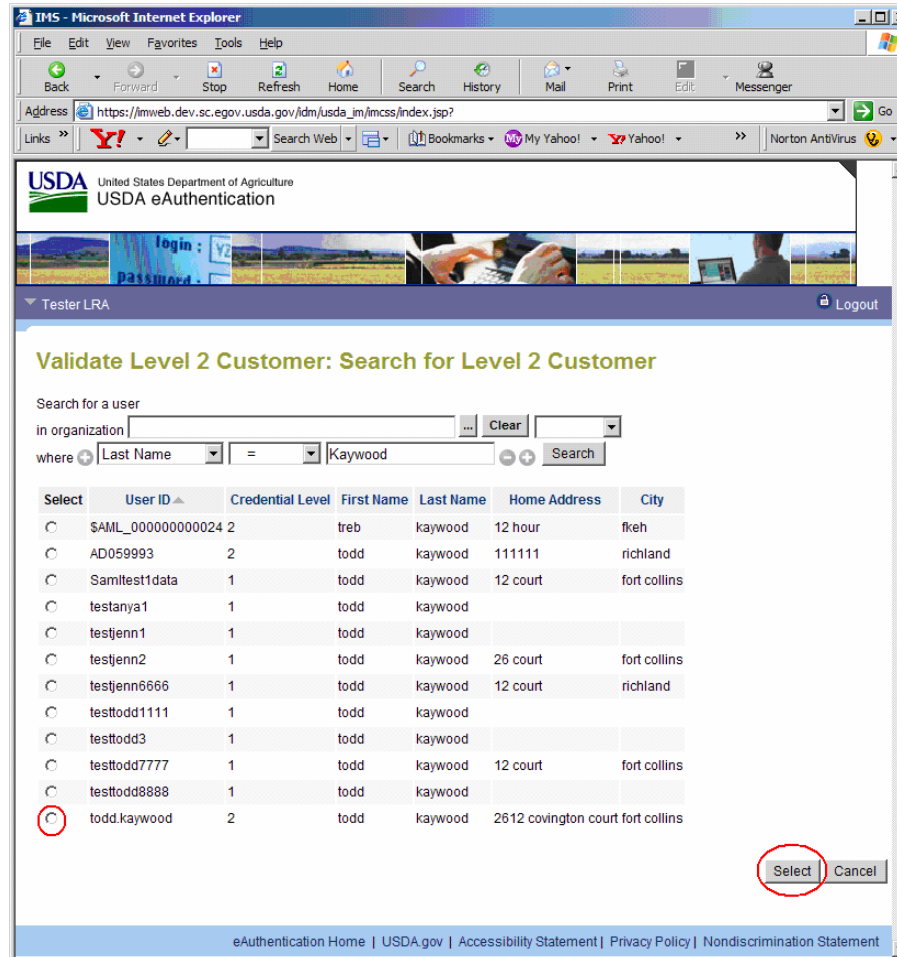
Figure 2 - This screen is called "Validate Level 2 Customer: Search for Level 2 Customer". It allows you to search for a customer who needs their account validated to a Level 2. Note: **“Search for Organization”** is not functional for LRAs. Choose the appropriate search variable (i.e. First Name, Last Name, User ID, State, etc.) If you chose last name, type in the last name in the third box. If you would like to add more variables to narrow the search, click the **“plus +”** sign to the left of the search button. You will have the opportunity to add the additional search variable. When done, click **“Search”**. If you would like to return to the main screen, click **“Cancel”**.



Important Note: There is a known issue with the search functionality when no search criteria are provided for a task. For example, putting an * in to search for all users will respond with the following error message:
"SmImCommand (findInScope) Provider call failed Error Code was: -2147418012 Error Message: Unknown Failure ID: 2401"

Please be sure to put a name or partial name into the search box to avoid this issue.

Figure 3 - This screen displays your search results. To choose a customer account, check the radio box in the **Select column**.
 Note: The account will be a Level 1 until you validate the account to a Level 2. When done, click “**Select**” button at the bottom of the screen.



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Tester LRA Logout

Validate Level 2 Customer: Search for Level 2 Customer

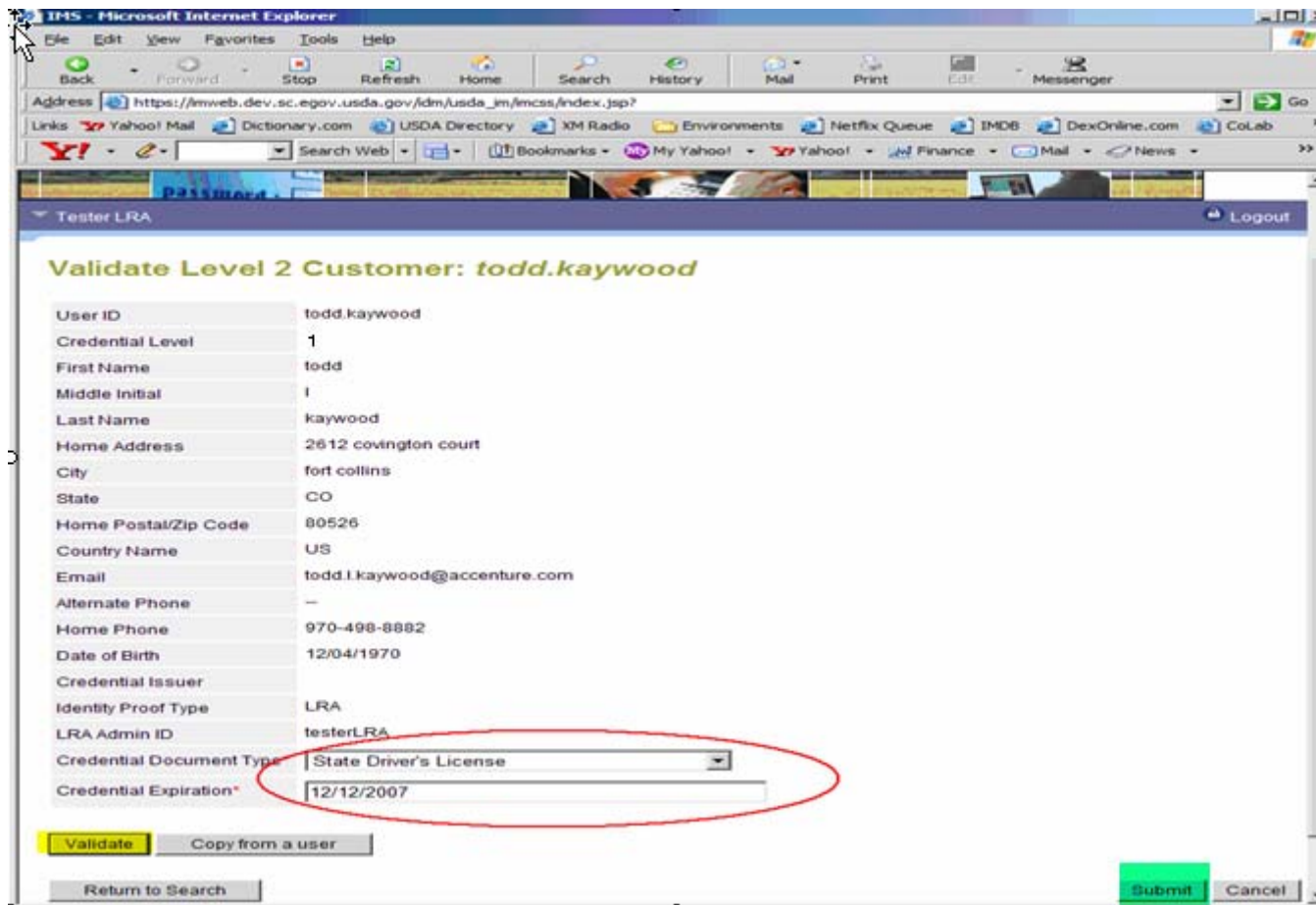
Search for a user
 in organization [] Clear []
 where [Last Name] = [Kaywood] Search

Select	User ID	Credential Level	First Name	Last Name	Home Address	City
<input type="radio"/>	SAML_000000000024	2	treb	kaywood	12 hour	fkeh
<input type="radio"/>	AD059993	2	todd	kaywood	111111	richland
<input type="radio"/>	Samitest1data	1	todd	kaywood	12 court	fort collins
<input type="radio"/>	testanya1	1	todd	kaywood		
<input type="radio"/>	testjenn1	1	todd	kaywood		
<input type="radio"/>	testjenn2	1	todd	kaywood	26 court	fort collins
<input type="radio"/>	testjenn6666	1	todd	kaywood	12 court	richland
<input type="radio"/>	testtodd1111	1	todd	kaywood		
<input type="radio"/>	testtodd3	1	todd	kaywood		
<input type="radio"/>	testtodd7777	1	todd	kaywood	12 court	fort collins
<input type="radio"/>	testtodd8888	1	todd	kaywood		
<input checked="" type="radio"/>	todd.kaywood	2	todd	kaywood	2612 covington court	fort collins

Select Cancel

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Figure 4 - Select the type of Govt. ID presented from the “Credential Document Type” dropdown and enter the “Credential Expiration” information. Please use format MM/DD/YYYY when putting in the Credential Expiration. The expiration date must be a future date. Click the “**Validate**” button at the bottom of the screen. When done, click “**Submit**” button.
Note: DO NOT USE THE COPY FROM A USER



Tester LRA Logout

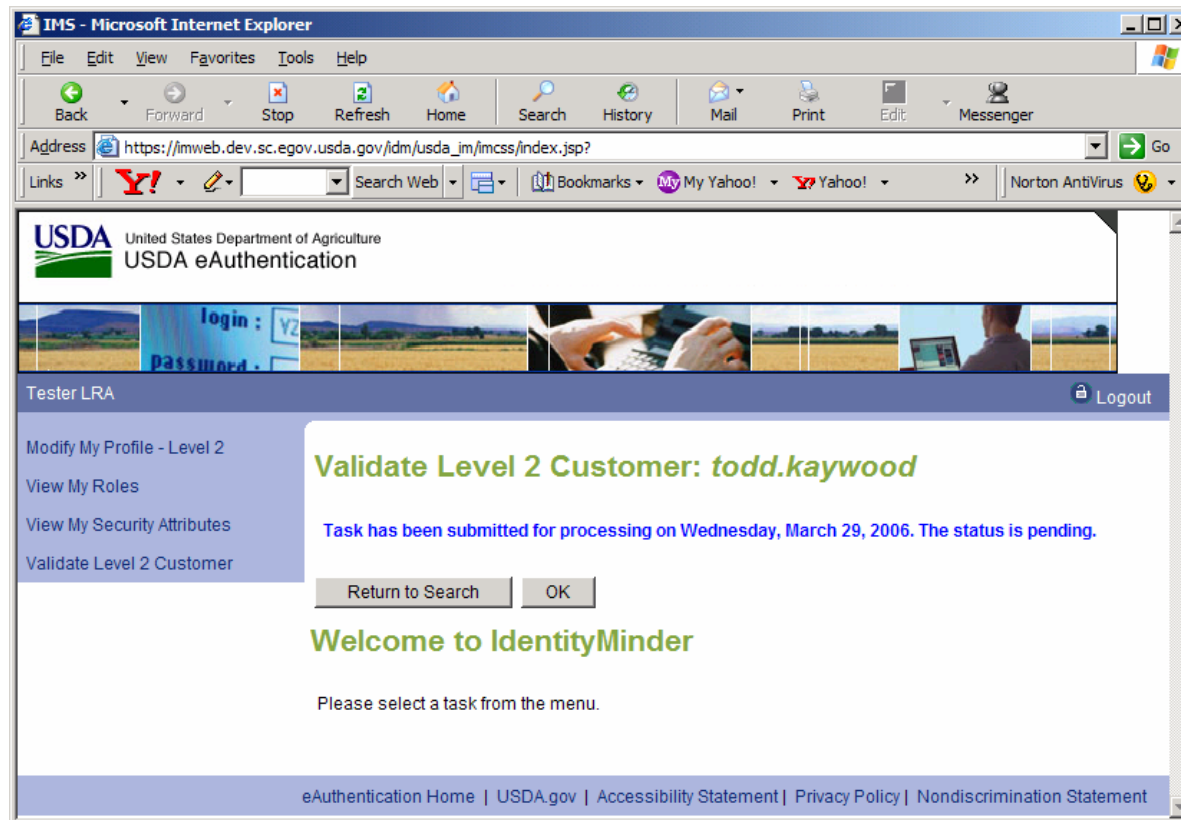
Validate Level 2 Customer: todd.kaywood

User ID	todd.kaywood
Credential Level	1
First Name	todd
Middle Initial	i
Last Name	kaywood
Home Address	2612 covington court
City	fort collins
State	CO
Home Postal/Zip Code	80526
Country Name	US
Email	todd.i.kaywood@accenture.com
Alternate Phone	-
Home Phone	970-498-8882
Date of Birth	12/04/1970
Credential Issuer	
Identity Proof Type	LRA
LRA Admin ID	testerLRA
Credential Document Type	State Driver's License
Credential Expiration*	12/12/2007

Validate Copy from a user

Return to Search Submit Cancel

Figure 5 - This screen acknowledges your Level 2 validation. Click **“Return to Search”** to return to the *“Validate Level 2 Customer: Search for Level 2 Customer”* screen, or click **“OK”** to return to the *“Welcome to IdentityMinder”* screen.





4 IdentityMinder LRA Support

For further assistance, please contact the eAuthentication Help Desk Team: eAuthentication Help Desk: eAuthHelpDesk@usda.gov.